

DOCUMENT RESUME

ED 357 828

PS 021 166

TITLE Sample Job Descriptions To Assist in Complying with the Americans with Disabilities Act of 1990.

INSTITUTION National Child Care Association, Atlanta, GA.

PUB DATE Jul 92

NOTE 30p.; For a related document, see PS 021 598.

AVAILABLE FROM NCCA, 1029 Railroad Street, Conyers (Atlanta), GA 30207-5275 (\$20).

PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.

DESCRIPTORS Administrators; Child Caregivers; Cooks; *Day Care; *Disabilities; Early Childhood Education; *Employer Employee Relationship; *Employment Practices; *Employment Qualifications; *Equal Opportunities (Jobs); Job Applicants; Occupational Information; Volunteers

IDENTIFIERS Access to Facilities; *Americans with Disabilities Act 1990; Bus Drivers; Janitorial Services

ABSTRACT

The Americans with Disabilities Act of 1990 provides protection against discrimination for persons with disabilities. This document provides answers to frequently asked questions about the employment provisions of the act. Topics addressed by these questions include the employment provisions covered by the act, the population protected, the determination of essential functions of jobs, employers' obligations to provide reasonable accommodations for disabled employees, ways to identify reasonable accommodations, undue hardships for employers, questions employers can ask job applicants, individuals who use drugs illegally, and health and safety issues. The document also provides job descriptions for typical positions in the child care field: (1) director of the child care center; (2) infant, toddler, and school-age child care provider; (3) child care aide; (4) administrative staff member; (5) cook; (6) bus driver; (7) janitor; and (8) volunteer. Each job description includes a statement of the purpose of the job, a list of the job's principal duties and responsibilities, and a list of minimum qualifications for the job. (BC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

ED357828

PS 021166

X This document has been reproduced as
received from the person or organization
originating it.
☐ Minor changes have been made to improve
reproduction quality.

• Points of view or opinions stated in this docu-
ment do not necessarily represent official
OERI position or policy.

Sample Job Descriptions
to assist in complying with
The Americans With Disabilities Act of 1990

Director

Toddler to School-Age Child Care Provider

Infant Child Care Provider

Child Care Aide

Administrative Staff

Cook

Bus Driver

Janitor

Volunteer

"PERMISSION TO REPRODUCE THIS MATERIAL
IN OTHER THAN PAPER COPY HAS BEEN
GRANTED BY

Lynn White

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)"

Prepared by the
National Child Care Association
July 1992

Copyright © 1992. All Rights Reserved

I. Introduction

In an effort to assist child care providers deal more effectively with employment matters and with the Americans With Disabilities Act (ADA), the National Child Care Association has prepared the following sample job descriptions. This booklet provides a brief overview of the ADA, some background information on the ADA's employment provisions and the need for job descriptions, and sample job descriptions for the following positions: Director, Toddler to School-Age Child Care Provider, Infant Child Care Provider, Child Care Aide, Administrative Staff, Cook, Bus Driver, Janitor, and Volunteer.

II. Overview of the Americans With Disabilities Act

The Americans With Disabilities Act (ADA) was signed into law on July 26, 1990, in order to provide persons with disabilities protections against discrimination in employment, public transportation services, public accommodations operated by private entities, and telecommunication services.

The employment provision of the law prohibits most employers from discriminating in employment against a "qualified individual with a disability," and requires these employers to provide reasonable accommodations for disabled workers unless it would be an "undue hardship" to do so.

The public accommodations provisions of the ADA prohibit private entities serving the public (such as child care facilities) from discriminating against disabled individuals, and requires these entities to make services and establishments accessible to disabled persons. The ADA requires most new facility construction by such firms to be accessible to disabled persons, and mandates that existing facilities be made accessible to the extent modifications are "readily achievable." The ADA also requires all "commercial facilities" -- whether or not they are public accommodations -- to make newly constructed or altered facilities accessible to disabled individuals.

Other provisions of the ADA prohibit discrimination in public transportation and generally require, on a phased-in basis, that new public transportation equipment be accessible to disabled persons. The law also requires telephone companies to provide special services for hearing and speech-impaired individuals by July 26, 1993.

III. Employment Provisions of the ADA

Beginning July 26, 1992, for employers with 25 or more employees, and July 26, 1994, for employers with 15-24 employees, the ADA prohibits a covered employer from discriminating against a "qualified individual with a disability" in job

application procedures, hiring, advancement, discharge, employee compensation, job training, and other terms, conditions and privileges of employment.¹

Below are some of the most frequently asked questions about the employment provisions of the ADA.

1. What Employment Practices are Covered?

The ADA makes it unlawful to discriminate in all employment practices such as: recruitment, hiring, promotion, training, lay-off, pay, firing, job assignments, leave, benefits, and all other employment related activities.

The ADA prohibits an employer from retaliating against an applicant or employee for asserting his rights under the ADA. The ADA also makes it unlawful to discriminate against an applicant or employee, whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability.

2. Who is Protected?

Title I of the ADA protects qualified individuals with disabilities from employment discrimination. Under the ADA, a person has a disability if he has a **physical or mental impairment** that **substantially limits a major life activity**. The ADA also protects individuals who have a **record of a** substantially limiting impairment, and people who are **regarded as** having a substantially limiting impairment.

To be protected under the ADA, an individual must have, have a record of, or be regarded as having a **substantial**, as opposed to a minor, impairment. A substantial impairment is one that significantly limits or restricts a **major life activity** such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working.

An individual with a disability must also be qualified to perform the **essential functions** of the job with or without **reasonable accommodation**, in order to be protected by the ADA. This means that the applicant or employee must:

¹ Even before the ADA was enacted, certain federal government contractors and federal grantees were prohibited from discriminating against qualified persons with disabilities in employment, and were required to make reasonable accommodation for the disabled. In addition, many state and local laws prohibit such discrimination and require appropriate accommodation. The ADA extends prohibitions on discrimination against the disabled and the requirement of reasonable accommodation to most private employers.

- satisfy your job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and
- be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

The ADA does not interfere with your right to hire the best qualified applicant. Nor does the ADA impose any affirmative action obligations. The ADA simply prohibits you from discriminating against a qualified applicant or employee because of the disability.

3. How are Essential Functions Determined?

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. You should carefully examine each job to determine which functions or tasks are essential to performance. (This is particularly important before taking an employment action such as recruiting, advertising, hiring, promoting or firing).

Factors to consider in determining if a function is essential include:

- whether the reason the position exists is to perform that function,
- the number of other employees available to perform the function or among whom the performance of the function can be distributed, and
- the degree of expertise or skill required to perform the function.

Your judgment as to which functions are essential, and a written job description prepared before advertising or interviewing for a job will be considered by the Equal Employment Opportunity Commission (EEOC) as evidenced of essential functions. Other kinds of evidence that EEOC will consider include:

- actual work experience of present or past employees in the job,
- time spent performing a function,
- consequences of not requiring that an employee perform a function, and
- terms of a collective bargaining agreement.

4. What Are My Obligations to Provide Reasonable Accommodations?

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or

to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

- acquiring or modifying equipment or devices,
- job restructuring,
- part-time or modified work schedules,
- reassignment to a vacant position,
- adjusting or modifying examinations, training materials or policies,
- providing readers and interpreters, and
- making the work-place readily accessible to and usable by people with disabilities.

Reasonable accommodations also must be made to enable an individual with a disability to participate in the application process, and to enjoy benefits and privileges of employment equal to those available to other employees.

It is a violation of the ADA to fail to provide reasonable accommodation to the *known* physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of your business. Undue hardship means that the accommodation would require significant difficulty or expense.

5. What is the Best Way to Identify a Reasonable Accommodation?

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is obvious. Individuals may suggest a reasonable accommodation based upon their life or work experience. However, when the appropriate accommodations is not readily apparent, you must make a reasonable effort to identify one. The best way to do this is to consult informally with the applicant or employee about potential accommodations that would enable the individual to participate in the application process or perform the essential functions of the job. If this consultation does not identify an appropriate accommodation, you may contact the EEOC, state or local vocational rehabilitation agencies, or state or local organizations representing or providing services to individuals with disabilities. Another resource is the Job Accommodation Network (JAN). JAN is a free consultant service that helps employers make individualized accommodations. The telephone number is 1-800-526-7234.

6. When Does a Reasonable Accommodation Become An Undue Hardship?

It is not necessary to provide a reasonable accommodation if doing so would cause an **undue hardship**. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the employer's size, financial resources and the nature and structure of its operation.

If a particular accommodation would be an undue hardship, you must try to identify another accommodation that will not pose such a hardship. If cost causes the undue hardship, you must also consider whether funding for the accommodation is available from an outside source, such as a vocational rehabilitation agency, and if the cost of providing the accommodation can be offset by state or federal tax credits or deductions. You must also give the applicant or employee with a disability the opportunity to provide the accommodation or pay for the portion of the accommodation that constitutes an undue hardship.

7. Can I Require Medical Examinations or Ask Questions About an Individual's Disability?

It is unlawful:

- to ask applicants whether they are disabled or about the nature or severity of their disability, or
- to require applicants to take a medical examination before making a job offer.

You can ask an applicant questions about ability to perform job-related functions, as long as the questions are not phrased in terms of a disability. You can also ask an applicant to describe or to demonstrate how, with or without reasonable accommodation, the applicant will perform job-related functions.

After a job offer is made and prior to the commencement of employment duties, you may require that an applicant take a medical examination if everyone who will be working in the job category must also take the examination. You may condition the job offer on the results of the medical examination. However, if an individual is not hired because a medical examination reveals the existence of a disability, you must be able to show that the reasons for exclusion are job related and necessary for conduct of your business. You also must be able to show that there was no reasonable accommodation that would have made it possible for the individual to perform the essential job functions.

Once you have hired an applicant, you cannot require a medical examination or ask an employee questions about the disability unless you can show that the function or functions the employee is unable to perform are job related and necessary for the conduct of your business. You may conduct voluntary medical examinations that are part of an employee health program.

The results of all medical examinations or information from inquiries about a disability must be kept confidential, and maintained in separate medical files. You may provide medical information required by state workers' compensation laws to the agencies that administer such laws.

8. Do Individuals Who Use Drugs Illegally Have Rights Under the ADA?

Anyone who is currently using drugs illegally is not protected by the ADA and may be denied employment or fired on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use, or from making employment decisions based on verifiable results. A test for the illegal use of drugs is not considered a medical examination under the ADA; therefore, it is not a prohibited pre-employment medical examination, and you will not have to show that the administration of the test to employees is job related and consistent with business necessity. The ADA does not encourage, authorize or prohibit drug tests.

9. What if an Applicant or Employee Refuses to Accept an Accommodation that I Offer?

The ADA provides that an employer cannot require a qualified individual with a disability to accept an accommodation that is neither requested nor needed by the individual. However, if a necessary reasonable accommodation is refused, the individual may be considered not qualified.

10. Does the ADA Cover People with AIDS?

Yes. The legislative history indicates that Congress intended the ADA to protect persons with AIDS and HIV disease from discrimination.

11. Can I Consider Health and Safety in Deciding Whether to Hire an Applicant or Retain an Employee with a Disability?

The ADA permits an employer to require that an individual not pose a direct threat to the health and safety of the individual or others in the work-place. A direct threat means a significant risk of substantial harm. You cannot refuse to hire or fire an individual because of a slightly increased risk of harm to himself or others. Nor can you do so based on a speculative or remote risk. The determination that an individual poses a direct threat must be based on objective, factual evidence regarding the individual's present ability to perform essential job functions. If an applicant or employee with a disability poses a direct threat to the health or safety of himself or others, you must consider whether the risk can be eliminated or reduced to an acceptable level with a reasonable accommodation.

* * *

By accurately preparing the job description, an employer exercises prerogatives to define essential job functions and has an objective basis to evaluate the candidate for the job. Failure to define job descriptions provides a greater likelihood for discriminatory practices to occur. It is important to carefully consider what physical or mental demands are essential in the performance of job duties, and include these factors in the job description. It is equally important to be sure that all job standards

are clearly related to successful job performance, and to avoid the tendency to create or portray any unnecessary qualifications.

Implementation of these job descriptions is also essential. An employer should refer to the job descriptions when recruiting, interviewing, or screening to objectively evaluate job candidates. The employer should also train supervisors on proper interviewing and employee selection techniques to prevent a pre-disposition toward screening out applicants with disabilities.

Sample job descriptions for positions at child care facilities follow. **These are simply examples and should be tailored to your specific situation. These sample job descriptions are intended to offer information and guidance and should not be construed as legal advice or substituted for the advice of your own legal counsel.**

For more information on the ADA, please see the NCCA ADA Handbook or contact one of the sources listed on the following page.

IV. Resource List

Disability Rights Education and Defense Fund, Inc. Toll-Free ADA Technical Assistance Information Line (funded by the Justice Department):
(800) 466-4ADA (466-4232) (V/TDD)

Office on the Americans with Disabilities Act
Civil Rights Division
U.S. Department of Justice
P.O. Box 66118
Washington, D.C. 20035-6118
(202) 514-0301 (Voice)
(202) 514-0383 (TDD)

Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
(800) 669-EEOC (Voice)
(800) 800-3302 (TDD)

Department of Transportation
400 Seventh Street, S.W.
Washington, D.C. 20590
(202) 366-9305 (Voice)
(202) 755-7687 (TDD)

Architectural and Transportation Barriers Compliance Board
1111 18th Street, N.W., Suite 501
Washington, D.C. 20036
(800) USA-ABLE (872-2253) (V/TDD)

Federal Communications Commission
1919 M Street, N.W. Washington, D.C. 20554
(202) 632-7260 (Voice)
(202) 632-6999 (TDD)

ADA Communication Accommodation Project
(DOJ-funded project which answers specific questions on auxiliary aids and services for deaf, hard-of-hearing, deaf-blind or low-vision individuals):

American Foundation for the Blind
(202) 223-0101
National Center for Law and the Deaf
(202) 651-5343

Job Accommodation Network
West Virginia University
809 Allen Hall
P.O. Box 6122
Morgantown, WV 26506-6122
(800) 526-7234 (V/TDD)

Regarding IRS Tax Credit/Deduction:

Mark Pitzer
Office of the Chief Counsel
CC:PAS:6
Internal Revenue Service
1111 Constitution Avenue, N.W.
Room 5111
Washington, D.C. 20224
(202) 566-3292 (Voice)

To obtain the text of the Americans with Disabilities Act (P.L. 101-336) in alternate formats contact:

American Printing House for the Blind
Post Office Box 6085
Louisville, KY 40206
(502) 895-2405 (Voice)

Director

Purpose:

Manage the day-to-day operations of the child care center. Responsible for implementing and supervising programs that follow the center's educational goals, beliefs and procedures in all activities

or

Planning, developing, organizing and maintaining programs and systems for staff, parents and students, insuring quality child care and providing retention of current clients while securing new clients. Follow the philosophy and procedures of the center

Principal Duties and Responsibilities:

- Be familiar with laws, state child care regulations, and local regulatory agencies
- Comply with state and local social services and other regulatory agency rules
- Handle all matters related to the administration of the child care center and report to management
- Plan for the future of the center
- Develop annual budget
- Arrange for supervision of all staff
- Keep records that pertain to the administration of the child care center in accordance with applicable federal, state and local laws
- Arrange for substitute help as needed
- Keep an up-to-date emergency call list of all staff
- Schedule staff for hours to be worked in compliance with staff-to-child ratios
- Be a resource for staff in preparing daily, weekly and yearly plans

- Plan and implement procedures that lead to wholesome interpersonal relationships between staff members
- Implement procedures for meeting with individual staff members to solve any problem that may occur
- Prepare payroll input for processing
- Distribute paychecks to staff members
- Be knowledgeable of center's personnel policies and procedures
- Coordinate with appropriate State agency for child abuse and maltreatment
- Plan and implement field trips and arrange for special guests
- Plan procedures for the management of children's routines
- Actively participate in all program areas
- Manage equipment and supplies
- Comply with applicable universal precautions and infection control guidelines and procedures

Enrollment:

- Be alert to enrollment needs
- Keep management abreast of vacancies
- Provide input on advertising and public relations programs to promote enrollments
- Take all prospective families on tour of the facility
- Alert staff of all enrollments
- Familiarize the parents of newly enrolled children with the center's policies and procedures
- Maintain waiting lists

Community Relations:

- Welcome visitors to the center and arrange for the visit to be pleasant and worthwhile
- Act as liaison with local school district
- Coordinate all volunteers
- Be available to community groups for public events that pertain to early childhood and to family life as a whole
- Attend and participate in professional conferences, lectures, and other educational events
- Coordinate community involvement with programs at the center

Purchasing:

- Handle all ordering and purchasing of consumable goods
- Recommend for approval all other purchases to management

Food Management:

- Liaison with registered dietician
- Meet state and local regulations regarding meal preparation facilities
- Establish rules for implementing food preparation
- Provide an attractive, relaxed atmosphere for serving the food

Minimum Qualifications:

- Hold a bachelors degree in child-related field or ____ years of experience working with children
- Demonstrate the following qualities: self-motivated, self-directed, able to make good judgments, creative, reliable, and dependable
- Prior supervisory experience

- Sincere interest in working with children and knowledgeable regarding children's development and growth
- After an offer of employment is made, produce a current (within one year of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Have approved State central clearance form for child abuse and maltreatment
- Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies
- Demonstrate ability to handle crisis situations, especially where children are involved; able to respond immediately to any emergency situation

Toddler to School-Age Child Care Provider

Purpose:

To provide a warm, nurturing, safe and loving environment where self concepts are enhanced, independence encouraged and individuality respected.

Principal Duties and Responsibilities:

- Offer a program that meets the emotional, physical, intellectual, and social needs of both the individual and the group
- Interact with the children and encourage their involvement in group activities
- Gear the program to the needs of the individual child with concerns for his interests, special needs, special talents, and individual style and pace of learning
- Consider the individual child in relationship to his cultural and socioeconomic background
- Treat each child with dignity and respect
- Be responsible for all mealtime activities of the group. Serve children family style and sit with the children; preferably eat with the children
- Maintain order in the room
- Prepare a warm and safe environment that is orderly, clean and appealing and permits the child to grow and to explore
- Plan with the assistant teacher weekly lesson plans based on a curriculum outline
- Supervise, train and evaluate staff
- Establish and maintain good communication with parents through parent conferences twice a year and on a daily informal basis
- Observe, record and report significant individual and group behavior
- Use appropriate and positive discipline and train staff so that discipline is consistent

- Maintain all records and files
- Keep staff informed of program goals and developments both with children, parents and Director
- Attend all staff meetings
- Order new equipment and supplies; prepare materials needed in the program
- Be responsible to make sure children are supervised in the bathroom
- Be responsible for the welfare, health, and safety of the children in the group
- Assist in evacuation of the building in an emergency and be able to respond immediately to any emergency situation
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- Bachelors degree in early childhood education, child development or an equivalent area plus ___ or more years documentable full-time experience as a teacher of children less than eight years old - OR -
- Associates degree in early childhood education or equivalent field with ___ or more years documentable full-time experience as a teacher of children less than eight years old - OR -
- Child development credential with ___ or more years documentable full-time experience as a teacher of children less than eight years old - OR -
- High school diploma with ___ or more years full-time documentable experience in a preschool or child care center on condition that individual is enrolled in a child development program or is taking courses in early childhood education
- Enjoy pre-school children and be able to relate to them
- Ability to perform job as a teacher of small children and assure their safety

- Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies
- Willing to continually increase knowledge in field
- Demonstrate the following qualities: self-motivated, self-directed, follows directions, makes good judgments, creative, reliable, and dependable
- Exhibits sincere interest in working with children and is knowledgeable regarding children's development and growth
- After an offer of employment is made, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Documentation of U.S. citizenship or eligibility to work in the U.S.
- Present, within fourteen days of employment, a certificate demonstrating an approved criminal record check if required by state law
- Able to respond immediately to any emergency situation

Infant Child Care Provider

Purpose:

To provide a warm, nurturing, safe and loving environment

Principal Duties and Responsibilities:

- Assure the infant is warm, dry and fed
- Prepare an environment that is orderly, clean and appealing
- Supervise, train and evaluate staff
- Establish and maintain good communication with parents on a daily informal basis
- Observe, record and report infant's development
- Maintain all records and files
- Attend all staff meetings
- Order new equipment and supplies
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- Exhibit sincere interest in working with infants and knowledge of infant's needs
- Have the ability to lift a 15-30 pound child frequently throughout the day for reassurances, cuddling and diaper changing; and supplies weighing 40 pounds frequently throughout the day; and have use of arms, hands, legs, and feet with or without corrective devices to accomplish job
- Move quickly from crib to crib as babies' needs arise
- Assist in evacuation of building during emergencies and be able to respond immediately to any emergency situation

- Willing to continually increase knowledge in field
- Demonstrate the following qualities: self-motivated, self-directed, follows directions, makes good judgments, reliable, and dependable
- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Provide documentation of U.S. citizenship or eligibility to work in the U.S.
- Present, within fourteen days of employment, a certificate demonstrating an approved criminal record check if required by state law

Child Care Aide

Purpose:

To aid the child care provider in all aspects of the day-to-day activities

Principal Duties and Responsibilities:

- Supervise and insure the safety and well-being of the children at all times, being alert to the needs and/or problems of the children as individuals and as a group
- Assist assigned Group Leader in any way possible, which may include, but is not necessarily limited to:
 - planning curriculum in detail for assigned age group
 - implementing the daily program for assigned age group
 - decorating the room with bulletin boards, pictures, children's art work, and other hangings
 - preparing snacks and lunches and sitting with children while they eat
 - keeping rooms, storage rooms, and bathrooms clean, neat, and orderly
- Attend in-service training
- Assume temporary responsibilities of Group Leader in her/his absence
- Be familiar with and follow all child care center policies and procedures
- Report to Group Leader and/or Director any special needs or problems of individual children
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- High school diploma
- Experience and/or training in child care

- Demonstrated ability to follow directions, make good judgments, and be reliable and dependable
- Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies
- Exhibit sincere interest in working with children and be knowledgeable regarding children's development and growth
- Be sensitive and mature and able to relate well to both children and adults
- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Ability to respond immediately to any emergency situation

Administrative Staff

Purpose:

Support professional staff. Liaise with the community.

Principal Duties and Responsibilities:

- Answer telephone promptly and courteously
- Relay messages quickly and clearly
- Greet parents and children and take them to appropriate rooms
- Take care of the time cards of both staff and children
- Write thank you cards for donations
- Write birthday cards to children
- Provide teachers with evaluation forms for children
- Make appointments for visitors
- Maintain personnel and immigration records at all sites (if appropriate)
- Help teachers with activities if needed
- Present an orderly reception area
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- Proven ability to relate well to the public
- Organizational skills
- Typing skills - 55 words per minute

- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies
- Present, within fourteen days of employment, a certificate demonstrating an approved criminal record check if required by state law
- Ability to respond immediately to any emergency situation

Cook

Purpose:

Responsible for the preparation of foods and the cleanliness of kitchen and food storage areas

Principal Duties and Responsibilities:

- Prepare lunch
- Prepare snacks, though need not necessarily be present at snack time
- Clean dishes, counter tops and stove and daily spot cleaning of all kitchen surfaces
- Provide an attractive, relaxed atmosphere for food service
- Meet state and local regulations regarding meal preparation facilities
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- High School diploma or equivalency
- Basic knowledge of food preparation and nutrition
- Functionally literate and able to do simple arithmetic
- Clean and neat
- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- After being offered the position, must test negatively for: Hepatitis A virus; Norwalk and Norwalk-like viruses; Salmonella typhi; Shigella species; Staphylococcus aureus; and Streptococcus pyogenes
- Relate to adults

- Like children and be able to relate to them
- Willing to learn and follow instructions
- Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies
- Present, within fourteen days of employment, a certificate demonstrating an approved criminal record check if required by state law
- Ability to respond immediately to any emergency situation

Bus Driver

Purpose:

Provide safe transportation to and from the center and on outings

Principal Duties and Responsibilities:

- Drive bus safety
- Maintain bus in proper working order
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- Valid driver's license
- Proven history of safe driving
- Evidence of emotional maturity and stability
- Must like children and be able to relate to them
- Must be able to handle crisis situations and respond immediately to any emergency situation
- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Present, within fourteen days of employment, a certificate demonstrating an approved criminal record check if required by state law

Janitor

Purpose:

Keep facility and yard clean and orderly

Principal Duties and Responsibilities:

- Sweep, mop, polish floors
- Remove trash and litter
- Clean furniture
- Notify Director regarding needed repairs
- Perform minor maintenance
- Remove snow from walkways and staircases when necessary
- Help with children's safety when necessary
- Help evacuate facility in an emergency and be able to respond immediately to any emergency situation
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- Physical stamina to perform duties listed above
- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician and at least annually thereafter, with a tuberculin test or chest x-ray
- Like children and be able to relate to them
- Evidence of emotional maturity and stability
- Present, within fourteen days of employment, a certificate demonstrating an approved criminal record check if required by state law

Volunteer

Purpose:

To help in the day-to-day operations of the center.

Principal Duties and Responsibilities:

Responsibilities will include, but will not be limited to, the following:

- Assisting as needed under the direction of the professional staff
- Maintaining professional attitudes at the child care center at all times
- Allowing professional staff to deal with problem situations
- Supporting the philosophy of the child care center
- Treating all children with dignity and respect
- If volunteering a skill or talent, presenting a written plan to the professional staff, and upon approval, implementing that plan
- Comply with applicable universal precautions and infection control guidelines and procedures

Minimum Qualifications:

- The person selected for this position must meet one of the following criteria:
 - Be a student intern in child development, child care, psychology, nursing or related field at a local high school, college, university, or trade school
 - Be a parent or grandparent of a student enrolled in the program
 - Be a volunteer for a specific service (i.e., music lessons)
- The person coming into the child care program on any of the above criteria must present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to the children, and be willing to support the center's philosophy
- Able to help to evacuate the building in emergency situations

- After an offer of employment, produce a current (within one year of date of hire) physical examination by a physician prior to employment and at least annually thereafter, with a tuberculin test of chest x-ray

NCCA PUBLICATIONS

Order Form

OSHA REQUIREMENTS FOR BLOODBORNE PATHOGENS

Bloodborne Pathogens Exposure Control Plan

A Model for Child Care Centers

Includes Booklet Provided by OSHA

_____ x \$10.00 each = \$ _____

ADA MATERIAL FOR CHILD CARE CENTERS

ADA Job Descriptions for Child Care Centers

Technical Assistance Model

_____ x \$20.00 each = \$ _____

Summary of The Americans with Disabilities Act (ADA) of 1990

_____ x \$6.00 each = \$ _____

TOTAL ENCLOSED \$ _____

(Postage and Handling Included)

Please type or print:

NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

Make checks payable to NCCA and mail to:

NCCA

1029 Railroad Street

Conyers (Atlanta), GA 30207-5275

1-800-543-7161